

**CHAPTER 6 YOUTH EMPLOYMENT: ON-JOB TRAINING
PROGRAM FOR ADULTS WITH DEPENDENTS**

600 GENERAL PROVISIONS

600.1 The District of Columbia On-Job Training Program for Adults With Dependents is established by §2(a)(4) of the Youth Employment Act of 1979.

600.2 The purpose of the program is to provide financial incentives to private and public employers who hire, train and retain as new employees persons who are unemployed adult residents of the District with dependents, so that these persons may acquire fully productive work and occupational skills to insure their economic self sufficiency through meaningful career and work opportunities.

600.3 Special emphasis under the program is to be directed at encouraging the participation of employers who are minority business firms and non-profit organizations, so that these employers may benefit from the program by utilizing program financial incentives to train employees, and thus through improved employee productivity become more competitive in the market place.

601 PARTICIPANT ELIGIBILITY

601.1 In order to participate in this on-the-job training program a person shall meet all of the following basic eligibility requirements:

(a) Be a resident of the District of Columbia;

(b) Be twenty-two (22) years or older;

(c) Have one (1) or more dependents; and

(d) Be without a job for at least thirty (30) consecutive days prior to application.

601.2 Notwithstanding §601.1(d), persons enrolled in federally-funded employment and training programs administered by the Department may be subsequently enrolled in the On-Job Training Program for Adults with Dependents without an intervening period of unemployment; Provided, that the persons meet all other eligibility requirements of the program.

601 PARTICIPANT ELIGIBILITY (Continued)

- 601.3 The Director may require that eligible participants agree to attend a pre-employment orientation and enrichment program before being considered for referral to an on-the-job training opportunity.

602 PARTICIPANT RECRUITMENT, ASSESSMENT, REFERRAL AND HIRING

- 602.1 The Director shall utilize the District's free Public Employment Service for the recruitment of unemployed adults with dependents.
- 602.2 The Employment Service shall, in seeking eligible participants, utilize it's current applicant files, conduct outreach through its job service centers, as well as through a network of community based organizations, and if necessary through the media.
- 602.3 The Employment Service shall assess persons interested in on-the-job training opportunities against program eligibility requirements and employment requirements specified by participating employers, such as the minimum educational achievement needed to learn a occupation on-the-job.
- 602.4 The Employment Service shall be responsible for referring all potential participants to participating employers, and assuring the employers that all referrals meet basic program eligibility requirements.
- 602.5 In making referrals to employers the Employment Service shall strive to offer employment with on-the-job training opportunities to eligible adults in a pattern which reflects the distribution of unemployment among the various wards of the city.
- 602.6 Participating employers shall be responsible for the hiring, employment and training of all participants.

603 JOBS ELIGIBLE FOR INCENTIVES AND JOB DEVELOPMENT

- 603.1 Jobs to be approved for incentive reimbursement shall meet the following requirements:
- (a) Provide a prevailing entrance wage not to exceed five dollars (\$5.00) per hour;
 - (b) Provide for employment opportunities which lead to economic self sufficiency; and
 - (c) Provide for upward mobility for participant-employees.

603 JOBS ELIGIBLE FOR INCENTIVES AND JOB DEVELOPMENT (Continued)

- 603.2 In order to assure meaningful jobs, the Director shall approve only jobs which in his or her judgement will enhance the goals of the Adults with Dependents Program.
- 603.3 The Task Force established under §(2)(a)(4) of the Act shall identify and contact employers in order to implement the program. Emphasis shall be placed on contacts with minority business.
- 603.4 The Director shall coordinate with various business organizations to solicit employer participation in identifying eligible jobs with on-the-job opportunities. Emphasis shall be placed on utilizing organizations with strong associations with minority businesses.
- 603.5 The Director may enter into formal arrangements or agreements with an organization to aid in the search for suitable employment opportunities.

604 REIMBURSEMENT

- 604.1 Participating employers shall be reimbursed as an incentive an average of fifty percent (50%) of the participant-employee's entrance level wage rate (exclusive of fringe benefits, overtime, premium pay and other labor costs) for a period of up to fifty-two (52) weeks of actual participant employment.
- 604.2 Employers shall provide for any periodic or other wage increase from their own funds.
- 604.3 The Director and interested employers may, where appropriate, experiment with the following reimbursements schedule:

<u>Employment Period</u>	<u>Percent of Wages</u>
1st 13 weeks	25%
2nd 13 weeks	40%
3rd 13 weeks	60%
4th 13 weeks	75%

- 604.4 Participants-Employees in on-the-job training shall be compensated by the employer at reasonable rates, and shall consider such factors as industry and participant skills.
- 604.5 Rates shall be in conformity with all federal and local laws and in no event shall the wage rate be less than the higher of the following:
- (a) The minimum wage rate specified in §8(a)(1) of the Fair Labor Standards Act; and

604 REIMBURSEMENT (Continued)

604.5 (Continued)

(b) The minimum wage rates prescribed by applicable state or District laws and regulations.

604.6 Subject to legislative authorization, the Director may reimburse public agencies for one hundred percent (100%) of a participant's wage rate (exclusive of fringes, overtime premium pay, periodic or other wage increases, or other labor costs) for a period of up to fifty-two (52) weeks of actual participant employment.

605 AGREEMENTS WITH PARTICIPATING EMPLOYERS

605.1 Participating employers shall enter into a formal agreement with the Director in order to be eligible to receive the reimbursement incentives in §604.

605.2 The agreement shall contain the employer's concurrence to hire into jobs approved by the Director only eligible individuals referred by the D.C. Government's Public Employment Service.

605.3 The Agreement shall certify the employer's intention to do the following:

(a) Hire participant-employees for a full fifty-two (52) weeks of subsidized on the job training; and

(b) Retain in employment successful participant-employees after the completion of the one (1) year of program participation.

605.4 In addition, the participation agreement shall contain as a minimum the following elements:

(a) A brief training outline;

(b) The method and maximum amount of reimbursement for on-the-job training;

(c) The amount of participant-employees to be trained;

(d) A job description and specification of participant-employees wage rates;

(e) A requirement that employers are to maintain payroll records, time and attendance records and job duties statements related to participant-employees; and

(f) An assurance that the employer will comply with the Act and rules or regulations issued under the Act.

605 AGREEMENTS WITH PARTICIPATING EMPLOYERS (Continued)

- 605.5 The Director shall agree to reimburse a participating employer as frequently as every thirty (30) days based upon the submission by the employer of a certified invoice/report in the form specified by the Director.
- 605.6 The Director shall exercise his or her authority with respect to contracts and grant agreements in accordance with the delegation contained in Commissioner's Order No. 74-144.

606 TRANSFER OF PARTICIPANTS/EMPLOYEES

- 606.1 The Director may approve the transfer of re-employment of a participant-employee; Provided, that the participant-employee has demonstrated a good faith effort to perform all the normally required duties of an employee and provided that the total time of the employment does not exceed fifty-two (52) weeks.

607 MONITORING

- 607.1 In carrying out the responsibilities under the Adult With Dependents Program, the Director shall provide for a monitoring and technical assistance program utilizing departmental staff, as well as that of any contractual agents.
- 607.2 Monitoring shall include the periodic visitation and review of various job sites provided by participating employers.
- 607.3 The primary objective of the monitoring program shall be to assist employers in preventing turnover and attrition by participant-employees. In addition, the monitoring program will assure smooth program operation and conformity with the terms, conditions and provisions of formal agreements.

608 PROGRAM PERFORMANCE GOALS

- 608.1 The Director, in cooperation with participating employers, shall endeavor to achieve the following performance goals:
- (a) The participating employers shall employ seventy percent (70%) of all participants initially hired for the full fifty-two (52) weeks; and
 - (b) The participating employers shall retain in employment ninety percent (90%) of all participants on their payroll at the completion of the fifty-two (52) weeks.

699 DEFINITIONS

699.1 When used in this chapter the following terms shall have the meanings ascribed:

Act - the Youth Employment Act of 1979 (D.C. Law 3-46).

Dependent - any persons who is a resident of the District and for whom the participant provides support.

Director - the Director of the Department of Employment Services, or his or her designee, contracting officer, representative of contractual agents.

On-Job Training (OTJ) - training in the private sector or public sector given to a participant, who has been hired first by the employer, and which occurs while the participant-employee is engaged in productive work which provides knowledge or skills essential to the full and adequate performance of the job.

Participant Employee - a person who has met the eligibility requirements of §601 and who is hired as an employee by an employer pursuant to an agreement specified in §601.

Participating Employers - both profitmaking and non-profitmaking persons, associations, partnerships, and corporations, as well as public agencies which enter into formal agreements with the Director to hire participant-employees under the Adults with Dependents Program.

Resident - a person who has a permanent dwelling or home in the District of Columbia. A District resident shall also include those persons who are permanent resident aliens, or other aliens who have been permitted to accept permanent employment in the United States by the U.S. Immigration and Naturalization Service.

Task Force - for the Adults with Dependents Program, the body of persons specified in §2(a)(4) of the Act and as established by the Mayor.